

Codes and Standards Committee

1111 Country Club Road, Middletown, CT 06457

FILING PROCEDURE FOR APPEALS TO CONNECTICUT CODES AND STANDARDS COMMITTEE

Pursuant to various sections of Chapter 541 of the Connecticut General Statutes, the Connecticut Codes and Standards Committee (the Committee) is charged with hearing and deciding appeals of decisions of:

- Local Building Official
- Local Fire Marshal
- Local Building Board of Appeals
- State Building Inspector
- State Building Inspector together with Office of Protection and Advocacy
- State Fire Marshal

HEARING DATES

Except in the case of legal holidays, the Committee conducts regular meetings on the second Wednesday of every month, except February and July.

A request for an appeal received by the Committee between meeting dates shall be scheduled for hearing not fewer than thirty (30) days after the monthly meeting immediately succeeding receipt of said Request.

TIME FOR FILING APPEALS

The *Statutory Authority Matrix* schedule demonstrates certain deadlines to initiate appeals to the Committee. Notwithstanding the schedule, and for purposes of preserving appeal rights, receipt of a written notice (via mail or fax) at the Office of the Codes and Standards Committee, Department of Public Safety, 1111 Country Club Road, Middletown, CT 06457 (FAX 860-685-8365) requesting an appeal shall serve as the initiation of an appeal with respect to such time limits. The *Request for Appeal to the Connecticut Codes and Standards Committee* questionnaire form should be received by the Codes and Standards Committee not later than fourteen (14) days from the date received.

Please be advised that the statutory filing deadlines for initiating appeals are jurisdictional. The Committee may not consider the merits of a late appeal. An appeal may be initiated by sending a letter to the Committee during the statutory appeal period.

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Though the *Request for Appeal to the Connecticut Codes and Standards Committee* questionnaire form is optional, the Codes and Standards Committee strongly urges the appellant to complete the form as an effort to assist the hearing panel understand the merits of and resolve the appeal.

Upon receipt of the appeal at the office of the Codes and Standards Committee, the appellant shall be given a file number. All future correspondence to the Committee should reference the file number.

MATERIAL TO BE FILED

All of the following should be filed for each appeal:

- Original *Request for Appeal to the Connecticut Codes and Standards Committee* questionnaire form, signed and notarized as indicated, with all questions comprehensively answered and all information required by the form concisely stated. (Optional but strongly suggested.) **ALL APPLICATIONS MUST BE LEGIBLE—TYPE OR PRINT USING INK.**
- **Information in support of the appeal, such as:**
 - Site and Building Plans containing sufficient information to support and identify the issues under appeal. The appellant is encouraged to highlight specific drawing information pertinent to the appeal.
 - Building Permit History of subject property and/or structure.
 - Dates of Issuances of Previous or Existing Certificates of Occupancy for structure in issue and a copy of the most recent Certificate of Occupancy.
 - Any other pertinent information.

CONTACT INFORMATION

Business hours are 8:30 am to 4:30 pm (EST) Monday through Friday.

Department of Public Safety
Codes and Standards Committee
1111 Country Club Road
Middletown, CT 06457

Telephone: (860) 685-8310

Fax: (860) 685-8365

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